IT Initiative Supplement

February 25, 2010

I. Project Description

Project Title: Medical Marijuana Check Scanner
Brief Description of the Project Title: A check scanner will improve efficiencies in Medical Marijuana application processing by scanning data on checks that is currently hand entered into the database. It will also facilitate good internal control by allowing the association of check data with applications.
Statewide Priority: 1
Agency Priority: 1
Estimated Completion Date: FY2015
IT Project Biennium: FY2010-11, FY2012-13, FY2014-15
Request Number:
Version:

Agency Number: 6901
Agency Name Department of Public Health and Human Services
Program Number: 08
Program Name: Quality Assurance Division

A. Type of Project (check all that apply)
       Enhancement
       Replacement
       New X
       O&M

B. Type of System (check all that apply)
       Mid-Tier
       Mainframe
       GIS
       Web
       Network
       Desktop X

II. Narrative

C. Executive Summary

The Medical Marijuana program is experiencing a significant increase in the volume of checks that are currently manually entered into an Access database. Once the information is entered into the Access Database, a spreadsheet of information is generated, transmitted to ARMS and then loaded.

The Department plans to purchase new hardware and software for the purposes of scanning checks into a check log and an Oracle database received for the Medical Marijuana program and sending this information to the ARMS databases. This new program will replace a manual system and make QAD (Quality Assurance Division) and BFSD (Business and Financial Division) more efficient.

Project Purpose and Objectives:

The request complies with DPHHS IT Strategic Plan and Goals: (1) Use information technology to support and enhance DPHHS program service delivery and increase efficiencies. (2): Ensure that information technology resources are efficient, responsive, cost-effective and available when needed.

Technical Implementation Approach:

Our intent is to purchase two check scanners and associated software to perform check processing activities in two of our offices. Data captured from the processing sites will be stored in our Oracle 10g database. We intend to maintain two environments utilizing two Oracle database servers – one for testing and the other for production. Images could be stored centrally, either within a database or in a file system, but could also possibly be stored on a file server at the processing site. We will have a maximum on 10 users. This includes the primary users plus backup staff.

Project Schedule and Milestones: N/A

Business and IT Problems Addressed

Amount of time and staffing needed to manually enter check information for checks received for medical marijuana cards. The volume of checks received is continually increasing, so this is needed ASAP in order to be more efficient.

D. Alternative(s)

Alternatives Considered:
http://www.digitalcheck.com/
http://www.simplydeposit.com/?_vsrefdom=googleppc&gclid=CPGKpYPpgJ4CFRESa
wode1iFpg
http://www.depositnow.com/
http://www.visionshape.com/checkscanner.htm

Rationale for Selection of Particular Alternative:

This solution best met the needs and price limits.

E. Narrative Detail

III. Costs

G. Estimated Cost of Project:

Estimated Cost of Project	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	Total
1. Personal Services - IT Staff							0
2. Personal Services - Non IT Staff							0
3. Contracted Services							0
4. ITSD Services							0
5. Hardware		5,000	1,500	1,500	1,500	1,500	11,000
6. Software							0
7. Telecommunications							0
8. Maintenance							0
9. Project Management							0
10. IV & V							0
11. Contingency							0
12. Training							0
13. Other							0
Total Estimated Costs	0	5,000	1,500	1,500	1,500	1,500	11,000

Total Funding:

IV. Funding

H. Funding

Total Funding

Fund	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	Total
1. 02566		5,000	1,500	1,500	1,500	1,500	11,000
2.							0
3.							0
4.							0
5.							0
6.							0
Total Estimated Costs	0	5,000	1,500	1,500	1,500	1,500	11,000

Cash/Bonded:

Bill Number:

V. Cost upon Completion

1. **Operating Costs upon Completion**
   This is an ongoing effort and does not have a completion date.

   FTE:

   Personal Services Costs:

   Operating Costs:

   Maintenance Expenses:

   Total Estimated Costs:

2. **Funding Recap**
   This is an ongoing effort and does not have a completion date.

   Fund Type:

   Amount:

   Total Funding:

V. Risk Assessment

A. Current IT Infrastructure Risks

1. Current application 10+ years old?   Currently a manual process
             __N/A___

   Date of last major upgrade?

2. Current application is based on old technology?
         __N/A___

   If yes, what is the current hardware platform, operating system, and programming languages used to support the application?

3. Is the agency not capable of maintaining the current application with internal technical staff?

       __N/A___

   If yes, who supports the application today?

4. Other IT infrastructure risks?
       _N/A____

   If yes, provide further detail.

B. Current Business Risks

1. What are the risks to the state if the project is not adopted?   Currently this is a manual process which allows for more errors as the volume of work increases. Not enough staff

2. Does the current application meet current business requirements?
       __N/A___
   If "no", what specific business functions does the application lack?

C. Project Risk Assessment

1. Describe any major obstacles to successful implementation and discuss how those obstacles will be mitigated.   N/A

Table H   Risk Assessment

Description	Severity (H/M/L)	Probability of Occurrence (%)	Estimated Cost	Mitigation Strategy